

## Edward Byrne Memorial Justice Assistance Grant Program (JAG)

# General Application Guidelines

The Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA), administers the Edward Byrne Memorial Justice Assistance Grant Program (JAG). This program was formerly known as the “Byrne Grant” and was revised by the U. S. Department of Justice in 2005. Please review carefully as many changes to the program have been made.

### Eligible Applicants

This program provides financial assistance to state and local units of government and Native American tribes performing law enforcement functions as decided by the Secretary of the Interior, for programs to improve the criminal justice system involving usage and sales of controlled substances and the associated violent crime, faith-based and not-for-profit agencies providing drug treatment programs, corrections and community corrections programs, prevention and education programs, prosecution and court programs.

### Funding Areas

The choice of programs and purpose areas for which funds will be awarded is based on the Bureau of Justice Assistance six authorized purpose areas as outlined herein. The Bureau of Justice Assistance outlines the programs JAG funds are able to address; however, the Review Committee will determine the merits of the programs based upon the grant application.

### Grant Commencement and Duration

Grants will be awarded for a twelve-month period. Projects will commence July 1, 2005, and conclude June 30, 2006. There is no longer a 48-month limit for programs. All grant recipients must reapply for their grant each year.

It is the policy of OCJA that project implementation must be initiated within sixty days (60) from the starting date indicated on the grant award. (Grants beginning on July 1 must implement project by September 1.) Requests for an exception to this rule must be justified and submitted in writing to OCJA. The sub-grantee jeopardizes losing the award if the project does not commence prior to the sixty-day rule.

### Match Requirements

There is no longer a required match for JAG grants; however, sub-grantee may supply cash or in-kind match as necessary for furtherance of the program.

### Grant Review and Selection Process

Each Application must have ALL the components, and ALL the required copies as outlined in the following section, or it will **not** be considered for review. Eligible applications will be reviewed, evaluated, and competitively scored by an independent review committee on the merits of the project and its relationship to the priority areas described within this Request for Application.

The committee will carefully review the Goals & Objectives section of your Application. To avoid disqualification objectives must be measurable. If you have any questions, contact an OCJA Program Manager for guidance.

### Reporting Requirements

**Fiscal Reports:** A Fiscal Report of grant expenditures is required monthly whether or not there were expenditures for the grant. The report is due by the **15<sup>th</sup> of each month**. Failure to submit **monthly fiscal reports** will prevent grant payments and may jeopardize grant continuation.

**Progress Reports:** Quarterly progress reports are required of subgrantees. Failure to submit progress reports will jeopardize grant continuation. Quarterly reports are due 30 days after the close of each quarter (Due Dates: October 31, January 31, April 30, and July 31). **The final report is due by August 30<sup>th</sup>.**

### Supplanting

Grant funds, which include matching funds, may not be used to replace state or local funds that would, in the absence of federal assistance, be available or forthcoming. Instead, grant funds must be used to increase the total amount of other funds available for the grantee agency's use.

A grant recipient may not use federal grant funds to defray any costs that the recipient is already obligated to pay. For example, if a grantee, prior to applying to participate in the grant program, had committed to purchase 10 new computers for crime analysis, then the grantee must purchase those 10 computers in addition to any computers requested for the grant program.

## REQUEST FOR APPLICATION

### INSTRUCTIONS

This Request for Application (RFA) provides the necessary forms, instructions, and general information essential for an eligible government agency to apply for grant funds. To receive the maximum number of points available, the application **MUST BE COMPLETED CORRECTLY**.

**Submission Deadline** - Applications for federal fiscal year 2005 must be **hand-delivered by 4:00 PM, Friday, April 15, 2005, or postmarked by 11:59 PM, Friday, April 15, 2005.**

**Applications will not be accepted after this date. NO EXCEPTIONS**

An **original and four (4) copies** of the completed Application should be mailed or delivered to:

**Mail to or Hand-deliver to:**

**DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF CRIMINAL JUSTICE  
1535 HOT SPRINGS ROAD #10  
CARSON CITY, NV 89711-0910**

**OCJA will not make copies for you. Your application will be returned to you if all copies are not attached.**

Each Application must be securely stapled in the top left-hand corner. **DO NOT** bind Applications in notebooks, plastic bindings, or specially printed covers. Use 12 point font when preparing the Application.

**Application Packet** - A **complete** Request for Application must include **all** of the following on the forms provided:

- Part 1. Title Page (**3 points**)
- Part 2. Application Checklist (**1 points**)
- Part 3. General Overview (**15 points**)
- Part 4. Problem Statement (**15 points**)
- Part 5. Goals and Objectives (**15 points**)
- Part 6. Method of Accomplishment (**15 points**)
- Part 7. Evaluation/Internal Assessment (**15 points**)
- Part 8. Budget Information (itemized and narrative) (**15 points**)
- Part 9. Statement of Coordination (**4 points**)
- Part 10. Signed Certifications (**2 points**)

**Availability of Matching Funds and Fiscal Responsibilities** - All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. These records must include both federal funds and all matching funds. Accounting systems for all federal projects **must** ensure the following:

- JAG funds are **NOT** commingled with funds from other federal grant sources.
- The accounting system presents and classifies historical cost of the grant as required for budgetary and auditing purposes.
- Funds specifically budgeted and/or received for one project cannot be used to support another.

All grant awards are subject to audits during and within three years after the award.

#### **Allowable Expenses**

- Project personnel salaries and benefits, including overtime pay.
- Equipment necessary for implementation of the program.
- Building rental.
- Project personnel travel/training.
- Supplies & Operating expenses directly related to project operation.
- Professional services (including contractors and consultants).

#### **Unallowable Expenses**

- Business Cards
- Late Charges
- Membership Dues
- Newspaper Subscriptions
- Indirect Costs
- Land/Building Acquisition
- Construction
- Rental Cars - unless previously justified and approved by OCJA
- Bonuses, Commissions, Gifts and Incentives
- Military-type Equipment
- Lobbying
- Fund Raising
- Legal Fees
- Vehicles, vessels, aircraft

- Supplanting: federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose
- Any expenditure not directly related to the program
- Sales tax

## GRANT PREPARATION INSTRUCTIONS

### READ CAREFULLY

**Part 1. TITLE PAGE** (Mandatory Form) – (3 points)

Complete as instructed

**Part 2. Application CHECKLIST** (Mandatory Form) – (1 points)

The Application checklist must appear immediately following the title page in your Application packet. A completed checklist assures this office and the review committee that all aspects of this RFA have been addressed.

**Part 3. GENERAL OVERVIEW / INTRODUCTION** – (15 points)

This area is to outline the main focus of your grant program, giving overall details of your program and what your program will accomplish. Statistical information is not necessary in this section. If this is a continuation program, include past and present accomplishments and future plans. Be brief. Be specific. Avoid jargon and spell out acronyms. Keep it simple. Establish who you are and what activities you perform.

*Limit to 1 ½ typewritten page, single spaced, 12 point font*

**Part 4. PROBLEM STATEMENT** – (15 points)

The problem statement is a written presentation that describes all aspects of a problem including its nature, magnitude, severity, rate of change, persons/entities affected, and geographic scope. The problem statement must clearly describe and substantiate the overall issue(s) to be addressed by the project.

The problem statement should be in narrative form and include, but not necessarily be limited to, the following:

- a description of the geographic areas (s) affected;
- a description of the problem your project will address;
- documentation of the problem (statistical data);
- a description of the factors contributing to the problem and how they contribute to the problem;
- what or who the problem affects;
- under what circumstances the problem occurs;

- other efforts presently being made to assist in alleviating the problem (existing programs or services);
- an explanation of how the project will address the problem and work toward a solution.

The problem statement should include appropriate statistics which document the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, etc.) Demonstrate rates of increase or decrease in the problem by showing the percentage of change for a period of time covering at least two or more years. Document percentages of change with actual numbers (i.e., From 1990 to 1991, drug arrests increased 100%; 1991 - 100 arrests; 1992 - 200 arrests). Reflect these in your objectives.

**Limit your problem statement to 2 typewritten pages, single spaced, 12 pt. font**

## Part 5. GOALS AND OBJECTIVES – (15 points)

**Project Goals:** This section should contain a separate discussion of each of the program goals and its accompanying objectives. The goals are general statements of the desired results or anticipated outcome of the program. They should address the problem identified in the problem statement. The goals should be generic enough to encompass more than one project and be both realistic and achievable. Goals should not be stated in measurable terms.

- What do you want to achieve?
- Explain the goal(s) of the project in simple, straightforward terms. **One or two** overall goals are sufficient.
- The goal(s) should identify intended impacts or outcomes and the results the program has been established to achieve.
- Each goal should have one or more objectives describing how you intend to reach that goal.
- Be realistic. Don't try to achieve world peace.
- State your goals in such a way a determination of whether or not they are being achieved is possible.
- Your goals **MUST** tie into your problem statement and outcome evaluation.

**Project Objectives:** Each goal should have one to three objectives and no more than four. The objectives are the specific approaches to achieving each of the goals. Objectives focus on the methods/activities to be used to address the problem; they **MUST** be clearly stated, realistic, and **measurable**. The measurements will be used in the evaluation of the project. The accomplishment of objectives should result in the achievement of the goals they support. **OBJECTIVES THAT ARE NOT MEASUREABLE WILL BE CAUSE FOR REJECTION OF YOUR APPLICATION.**

*Answer these questions in each objective:*

- C WHAT you will do?
- C WHO will do the tasks?
- C WHEN will the activity be implemented?
- C INCLUDE a timetable; it demonstrates you have thought your program through.
- C AVOID the words might, if, could, should, would.
- C The words "To Provide" are always a method to achieve the objective.

Objectives describe:

- How you will achieve your goal(s)?
- The activities necessary to accomplish your goals.
- The objective in terms that can be **measured, qualified, quantified and evaluated**.
- A timetable, where applicable, of when each objective will be met.

**Tip:** *Your goals and objectives **MUST** tie into the evaluation process. Both of these sections will connect with your quarterly progress reports. Don't have too many objectives, i.e. more than four is too many. Remember you must report on the progress of every objective quarterly.*



**Part 6. METHODS OF ACCOMPLISHMENT – (15 points)**

This section should describe some or all of the following:

- How do you intend to solve the problem or improve the situation?
- Discuss how your approach method will improve the situation and explain why this activity is being pursued.
- Provide a narrative showing how JAG funding will impact or solve the stated problem.
- Specific need for training must be identified.
- What activities will you implement to reach an objective?
- These must tie to each goal and objective.

**Limit your Methods of Accomplishment to 2 typewritten pages, single spaced, 12 pt. font**

Tip: *There should be no surprises in your methods. Objectives fully disclose your intentions and your methods are simply an extension of your objectives.*

**Part 7. PROJECT EVALUATION/INTERNAL ASSESSMENT/CONTINUATION PLAN – (15 points)**

Your evaluation must tie to your objectives. If you have difficulty in determining what criteria to use in evaluating your program, better take another look at your objectives and how you plan to measure them.

- How will you know the project is working?
- How will you determine if you are meeting your objectives?

Every project design must include an evaluation plan to determine whether the project is accomplishing its objectives. The evaluation should be designed to provide an objective and independent assessment of the effectiveness or usefulness of the program.

Provide a plan to determine whether the project accomplished the goals and objectives it was designed to meet. The plan should present the qualifications of the evaluator. Describe the criteria used to evaluate the project's effectiveness. Consider using an outside evaluator if at all possible. This will make your results more credible.

Sooner or later grant funds will run out. If you can make a case to local government to pick up the tab, your case will be stronger if armed with positive results and proven statistics.

**When submitting a final report, you must also submit your evaluation of the project.**

**Part 8. BUDGET INFORMATION – (15 points)**

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BUDGET COVER PAGE - All project costs should relate directly to and be necessary to the tasks described in the Methods. The Budget Cover Page will be a simple line item budget identifying the following categories as they apply to your program:

1. Personnel costs (all costs related to salary, benefits, etc.)
2. Consultant/Contractual Services (costs must not exceed the federal limitation of \$450 for an 8-hour day or \$56.25 per hour)
3. Travel AND Training Costs (travel, transportation, room costs, meals, parking, etc.)  
*Note: State per diem rates will prevail unless local rates are less.*
4. Supplies/Operating Expenses
5. Confidential/Buy Funds
6. Equipment

*Miscellaneous* and *Other* are not considered costs. If these terms are used in any category, the corresponding cost will be deducted.

Round off budget figures - do not use cents. All budgets are subject to OCJA modifications and approval. Fill out ALL pages completely. Estimate ALL costs to the nearest dollar.

**MAKE SURE THE NUMBERS ADD UP CORRECTLY AND MATCH THE TITLE PAGE.**

The budget form contains space for the budget justification (use additional sheet if necessary). This justification should include the details of how the amounts presented in the budget were determined. Specific instructions for completing each section of the budget are included on the budget pages. If you have questions or concerns related to how to complete the budget pages, please call (775) 687-3700 or an OCJA Program Manager for assistance ([contacts](#)).

When reviewing your budget, ask “Is this budget reasonable? Are these items necessary to the success of our program?” If you previously had a Byrne grant, look at the budget for the last 2 years versus this requested budget. Are you duplicating purchases from previous years?

BUDGET NARRATIVE - This is an explanation of the line items identified for each category on the BUDGET COVER PAGE. Briefly define the relationship between the budgeted items listed within each category and the project activities.

## **Each Budget Category must be addressed separately as follows:**

### **Category A - PERSONNEL COSTS**

This category refers to wages and fringe benefits for regular or part-time salaried project employees. Other persons working on the project who are not on the regular payroll must be classified either as contractual or consultant. This category also includes overtime for approved program activities.

Do not request federal funding for an employee already on the payroll unless he/she will be replaced by another person who is hired to augment regular agency staff during the time the existing employee spends working on project activities. A regular employee, however, may be paid overtime for time worked on the project. Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government associated with the project.

### **Instructions for Completing Budget Forms**

- 1. Direct Salaries and Overtime** - Write in the title or position of each new employee or each existing employee who will earn overtime for grant-related activities or will be compensated with grant funds during training sessions. Across from each position/job title listed, write in the annual salary for a new employee or the overtime wage (dollar/hour) for the position, percent of time to be devoted to the project (for a new employee) or number of overtime hours and the total cost for the position. At the bottom of Section I, write in the total of the funds requested.
- 2. Fringe Benefits** - All fringe benefits are to be listed on the budget pages and will be included in the total personnel costs.
- 3. Total Personnel** - Write in the total requested.
- 4. Personnel Budget Narrative** - A brief statement explaining the cost basis for each position, including federal and matching funds, is required. Explain how each position is related to and essential to the project.

## **Category B - CONSULTANT/CONTRACTUAL SERVICES**

- 1. Individuals** - Complete Section 1 for individuals not on the regular payroll who will be reimbursed for professional services.
  - a. Consultant Fees** - For each individual consultant, enter the name, if known, service to be provided, hourly fee and estimated time on the project in hours. Fees must not exceed federal guidelines (\$450 per 8 hr. day or \$56.25/hour).
  - b. Consultant Expenses** - List all expenses to be paid from the grant to individual consultants in addition to fees on the line number which corresponds to the line number of each consultant listed in subsection a. List the rates used to calculate travel, meal and other expenses. Cost may not exceed the state rate.
- 2. Total Consultant Costs** - Enter the total costs for all independent consultant fees and expenses.
- 3. Consultants and Contractors Budget Narrative** A narrative is required explaining the basis or criteria for selection of each consultant and describing how the service to be provided is essential to the project.

**Note:** All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. ***Sole source contracts/consultant services must be approved by the Office of Criminal Justice Assistance.***

## Category C - Travel Expenses

- 1. In-State Travel** - List each anticipated in-state trip outside the local jurisdiction stating the purpose of the trip, destination, and total. Breakdown of per diem costs must be included.
- 2. Out-of-State Travel** - List each anticipated out-of-state trip stating the purpose of the trip, destination, and total cost (e.g. training, interview, operations, etc.) A breakdown of per diem costs must be included.
- 3. Total Travel Budget** - Enter the total cost of travel for the project (in-state + out-of-state).
- 4. Travel Budget Narrative** - A narrative explaining the purpose of the travel and how it relates to the project.

Break out the costs of each in-state and out-of-state trip separately to show the specific costs of transportation, food, lodging, and other expenses. Remember, costs may not exceed the state rates. Indicate how the in-state and out-of-state trips are essential to the success of the project.

| Per diem *   | In-State Travel | Out-Of-State Travel  |
|--|-----------------|--|
| Breakfast - Breakfast may be claimed if travel begins at 6:30 AM or before.  | \$ 5.50         | \$ 5.50  |
| Lunch - Lunch may be claimed if travel is between 11:30 AM-1:00 PM.  | \$ 6.50         | \$ 6.50  |
| Dinner - Dinner may be claimed if travel status is 6:30 PM or later.   | \$ 14.00        | \$ 14.00   |
| Incidental Expense (gratuities, tolls, etc.)   | \$ 2.00 per day | \$ 2.00 per day  |
| Lodging:   | \$ 58.00        | Training and/or conference hotel rate (Receipt must be submitted) ** |
| <p>* Meals included in conference or meeting registration fees, or meals on airlines will not be reimbursed. Employees must be at least 15 miles from work station to claim reimbursement. (A copy of the agenda must be attached to claims for reimbursement.)</p> <p>** Excessive lodging rates must be justified and have prior OCJA approval. Current State mileage rates for personal vehicle usage will apply.</p> |                 |  |

Travel begins from the time a person leaves their home/work station (not the time your flight leaves/arrives) and ends when they arrive at their home/work station.

Travel/Training not budgeted will require justification and pre-approval by the OCJA program manager.

## **Category D - Supplies and operating expenses**

- 1. Supplies/Operating** - This Section includes office supplies, forms, project supplies, repairs or maintenance supplies, and equipment items costing under \$300; essentially, material which is expendable or consumed during the course of the project.

List items such as postage, forms, office supplies, training materials, etc. along with the quantity, unit cost, and total cost.

This section includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

For each item listed, enter the rate or unit cost.

- 2. Total Supplies and Operating Expense Budget** - Enter the total costs for all supplies and operating expenses.
- 3. Supplies and Operating Expenses Budget Narrative** - A narrative that describes the basis for arriving at the cost of items listed is required. If you rent or lease equipment or facilities, explain them in the narrative and include the rate for each rental in the budget. For Maintenance Agreements, detail each item covered under the contract.

## Category E – Confidential Funds

Federal regulations must be followed for buy money and confidential informant funds. A “Special Conditions” form must be signed by the agency and kept on file if buy funds are awarded.

## Category F – Equipment

List only those items that are to be purchased with JAG funds. Do not include expendable items costing less than \$300 per unit. Do not include rental or lease equipment. Do not list brand names, rather, use the generic description of the item you are requesting.

After each item listed, enter the quantity to be purchased, unit costs and total cost.

Equipment purchases must go through the OCJA 1122 Program. This will be outlined further in the “Special Conditions” form attached to your grant award.

1. **Total Equipment Costs** - Enter the total cost of equipment for the project .
2. **Equipment Budget Narrative** - A narrative describing how the equipment will benefit the project, why it is necessary to the project and consequences of not purchasing the equipment.

*Tip: After preparing the program narrative portion of the Application, it may be helpful to list the major activities/tasks required by the project. Note the individual expenses, including personnel time, related to each item. This will help ensure that for all activities/tasks described in the Application the related costs appear in the budget and are explained correctly in the budget narrative.*

## Part 9. STATEMENT OF COORDINATION – (4 points)

Will other agencies be involved or have an interest in your program? Who are they and what are their roles?

Multi-jurisdictional task forces must provide a Memorandum of Understanding (MOU). MOU must contain details as to the disposition of equipment purchased with grant funds if the task force is dissolved. ***MOU must be updated and signed annually. If a State of Nevada agency, an Inter-local Agreement must be submitted in lieu of an MOU.***

Many programs succeed due to the collaborated efforts of federal, state and/or local criminal justice, education, prevention, treatment and law enforcement agencies. Describe your efforts to coordinate, cooperate, or work with other entities to ensure the success of the project activities.

**Part 10. CERTIFIED ASSURANCES/SIGNATURE FORMS – (2 points)**

Five mandated forms must be properly signed for the Application to be valid. All forms can be found in the attachments.

1. CERTIFIED ASSURANCES - This two-page form must be signed by the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. *If it is not possible to secure both signatures, a statement must be included with the Application certifying the signatures will be obtained by June 30, 2005.* If the fully executed form is not received by OCJA before June 30, 2005, the award may be canceled or prorated.
2. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENT - Read carefully before signing. Please call this office at (775) 687-3700 if you have any questions ([contacts](#)).
3. EQUAL EMPLOYMENT OPPORTUNITY PLAN FORM
4. IMMIGRATION AND NATURALIZATION SERVICE FORM - All applicants must submit the INS assurance form included with this Application. It is required that all law enforcement agencies be in compliance and report to the INS when a suspected alien is arrested for a felony or deportable misdemeanor.



## **ADDITIONAL INFORMATION**

A complete Application addresses each of the ten sections listed. If you should have any questions in the preparation of your Application, format or funding please call (775) 687-3700 or a program manager shown on the staff listing for assistance ([contacts](#)).

### **Appeals**

Applicants whose requests are not funded have the right to appeal the decision. Any applicant whose Application has been filed according to the rules governing the grant process, and who is aggrieved by the awards made pursuant to these rules, may request an appeal based on showing that the rules governing the grant selection process have not been properly applied.

Requests for appeal must be filed with the Director, Nevada Department of Public Safety, 555 Wright Way, Carson City, Nevada 89711-0900, within seven working days of the notification of denial. Requests for appeal must be in writing and clearly state how the Office of Criminal Justice Assistance erred in following the administrative rules governing the grant process or the procedure outlined in the program RFA. The review will be conducted as expeditiously as possible so all funds can be distributed in a timely fashion. This procedure concludes the review process at the administrative level.

Avoid common pitfalls –

*Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page;*

*Clearly indicate cash match amounts and the sources of the match;*

*Observe page limitations;*

*Use standard type size (12 point font);*

*Respond to all sections of the Application;*

*Remember any funds referred to as miscellaneous/other in the budget section will be disallowed;*

*Supply the required number of copies (one original and four (4) copies), without binding. If all required copies are not included, your grant cannot be accepted.;*

**BE SURE TO MEET THE APPLICATION DUE DATE OF  
April 15, 2005**

## HELPFUL HINTS

To help write a successful proposal, ask yourself the following questions.

Have you:

1. Read the solicitation carefully?
2. Followed all instructions, including:
  - a. The recommended format?
  - b. The narrative content and length?
  - c. The required font, spacing, etc?
3. Provided all required information, i.e.
  - a. Completed all the forms?
  - b. Filled in all the blanks?
  - c. Obtained all official signatures?
4. Developed a proper narrative that:
  - a. Defined the problem?
  - b. Specified proposed actions?
  - c. Stated how actions will solve the problem?
  - d. Described evaluation criteria?
  - e. Included source information for factual citations?
5. Used clear English, in particular:
  - a. Avoided acronyms, unless defined?
  - b. Avoided technical jargon?
6. Developed a budget that contained the costs of the proposal? Are your costs:
  - a. Reasonable?
  - b. Allowable?
  - c. Cost effective in relation to the proposed activities?
  - d. Accurately calculated?
7. Have you created measurable objectives? Are they within the specified guidelines?
8. Made all of the required copies?
9. Finished by the deadline?

# JAG Purpose Areas

Grant funds may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more of the following programs:

1. Law enforcement programs.
2. Prosecution and court programs.
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment programs.
6. Planning, evaluation, and technology improvement programs.

[Return to Top](#)

**Office of Criminal Justice Assistance  
1535 Hot Springs Rd #10  
Carson City NV 89706  
(775) 687-3700 Fax(775) 687-4171**

|  |                |  |
|--|----------------|--|
| Sandy Mazy<br>Administrator                | (775) 687-4166 | <a href="mailto:smazy@dps.state.nv.us">smazy@dps.state.nv.us</a>           |
| Linda Blevins<br>Grants & Projects Analyst | (775) 687-1289 | <a href="mailto:lblevins@dps.state.nv.us">lblevins@dps.state.nv.us</a>     |
| Tina Tomasco<br>Management Analyst         | (775) 687-1290 | <a href="mailto:ttomasco@dps.state.nv.us">ttomasco@dps.state.nv.us</a>     |
| Charise Whitt<br>Grants & Projects Analyst | (775) 687-3700 | <a href="mailto:cwhitt@dps.state.nv.us">cwhitt@dps.state.nv.us</a>         |
| Michael Lambrecht<br>Management Analyst    | (775) 687-4170 | <a href="mailto:mlambrecht@dps.state.nv.us">mlambrecht@dps.state.nv.us</a> |
| Carla Wilson<br>Program Officer            | (775) 684-8077 | <a href="mailto:cwilson@dps.state.nv.us">cwilson@dps.state.nv.us</a>       |